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1 July 1968

MEMORANDUM FOR THE RECORD

SUBJECT: DDS Briefing of Deputies on Records Storage Problem

1. On Thursday, 11 July 1968 Mr. Bannerman briefed the Deputy Directors on the current records storage problems. The meeting was conducted by Col. White in the Director's Conference room at 2:30. On his right sat Messrs Karamessines (DDP), Duckett (DDS&T), Houston (General Counsel) and Stewart (IG). On his left sat Messrs Protter (Dep. DBI), Bannerman (DDS), [] (CIA/RAG) and Clark (PPB).

2. Although the records problem led the Agenda another item came up and was considered first. After 15 minutes Mr. Bannerman called me into the conference room with my material. The charts were already set up on the tripod.

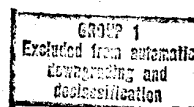
3. Col. White reminded the conference of the memos he had recently sent to them and the problem Mr. Bannerman outlined in them. The Col. said he was concerned with the records storage problem and had a few comments to make. Mr. Bannerman stated he had a few charts bearing on the problem which would be helpful in understanding several related matters. Col. White was not anxious to take too much time on details unless they were really pertinent. Mr. Bannerman explained that they were and proceeded with his briefing.

Chart One - This showed the total volume of records in Agency Offices and the Records Center over the past ten years and projected on to 1975. He indicated the constant growth in the Offices and the parallel growth at the Center.

Chart Two - This sub-divided the 1968 volume of 104,000 cu. ft. at the Center into its four major records groups of (1) Retired Office Records (67,000), Supplemental Distribution (21,000), Vital Records (8,000) and Archives (6,000). Mr. Bannerman explained each grouping, what they were, and why they are in storage. He emphasized the 67,000 feet of Office records as an extension of their Offices and in need of their attention. He also pointed up the Vital Records and said that many of them had voiced serious doubts about the value of these so called Vital Records and questioned its continuation.

Chart Three - This listed the total volume of records each Directorate had in the Records Center which included DDP (23,000),

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DDS (23,000), DDI (44,000), DDS&T (5,000), DCI and Independent Offices (1,600), Archives (6,000). He explained that these records could not be all junk or garbage if the offices were making 500 references to them every day. Some could be removed but only the offices knew which to remove.

Chart Four - This itemized the Volume of Retired Office Records in the three categories of Permanent, Temporary, and Indefinite. He pointed up the fact that 60% of the Retired Office Records had no definite disposal date. This amounted to 38,000 cu. ft. of papers and the offices must do something about these.

Chart Five - The proposed organization of a Paperwork Management Panel with senior representatives from each Directorate and chaired by the CIA Records Administration Officer. This panel would review the records problems, devise solutions, and implement the program within their components. This would continue the decentralized Records Program and the service of the Records Center but would provide a mechanism to implement and supervise the program in the components.

4. Col. White then said he had a few points to make. He said the DCI will be reluctant to consider building an addition on the Records Center. He acknowledged that we need a Short Term solution to the current records storage problem. He felt that the Agency needed another "Hugh Cunningham - type" of cleanup in the offices. Col. White said he would like to have each of the Deputy Directors find someone whose judgment he can trust [redacted] to screen and dispose of his old records - up to 50% of them if possible. Col. White went on to explain that he felt the Agency should consider some type of miniaturization of its records. He had been studying records problems for 15 years and he cannot fully accept the idea that we must continue to build to store hard copy. The fact that the Government and other organizations were following that procedure notwithstanding we simply must study new possibilities. If this required a consultant then we should find one and get his ideas on the possibilities.

5. Col. White questioned the group and after some discussion he stated that there was no disagreement on the Panel with someone on it to act for the Deputy Director. Mr. Bannerman stated he wanted [redacted] as the CIA Records Officer to serve as Chairman of the Panel.

6. Col. White went on concerning the component Records Officers. He could not agree with the need for a full-time Component RMO. He said this would mean about 45 Records Officers. He felt there should be someone assigned, a minimum of one in each office, to serve as the records officer, and although this might not be his full time duty Records did have a first claim on his time.

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7. Col. White said he felt we should not try to develop a Records Career service at this time. Mr. Proctor said the Agency Regulation refers to some records procedures but does not provide substantive details as to the Policy on what records to keep. He felt that if two thirds of the volume were office records the first order of business should be to inform the offices what records to store and what to destroy.

8. Mr. Karamessines explained that DDP gives a high priority to consideration of its records. He serves as Chairman of the CS Records Committee where CS policy is set concerning its records. They have some [] Records Officers trained and working at screening records. They have a senior Records Officer and detailed regulations for guidance. Mr. Duckett commented that he wanted to clarify the Directorate representative on the Panel. He felt that "senior" did not mean a grade 17. He explained that some people took to records naturally and did an excellent job on them. He felt this willingness and ability to solve records problems were the important considerations rather than high grade. The discussion also centered upon the need for getting a good records program underway in each Directorate. Mr. Bannerman stressed the need to work at more than records disposal and that we must do more to control records creation.

9. Col. White then summed up the next actions required:

1. Provide Mr. Bannerman with names of your Panel members.
2. Mr. Bannerman to amend Col. White's memos.
3. Mr. Bannerman to develop a directive announcing the Panel and its responsibilities.
4. The Panel to report to Col. White within 30 days of its goals and plan of action, and he wants quarterly progress reports thereafter.
5. Col. White is determined to find a better way to store records. He wants to be told "how" and not "why not".
6. Col. White wants a competent individual designated to dispose of 50% of the offices records. He asked if they agreed with the principle and received no objections.

CIA Records Administration Officer

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